

Information available from Luddington and Haldenby Parish Council under the publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	hard copy	printing & postage
Who's who on the Council and its Committees	hard copy	printing & postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy	printing & postage
Location of main Council office and accessibility details	hard copy	printing & postage
Staffing structure	hard copy	printing & postage
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	hard copy	printing & postage
Annual return form and report by auditor	hard copy	printing & postage
Finalised budget	hard copy	printing & postage
Precept	hard copy	printing & postage
Borrowing Approval letter	hard copy	printing & postage

Financial Standing Orders and Regulations	hard copy	printing & postage
Grants given and received	hard copy	printing & postage
List of current contracts awarded and value of contract	hard copy	printing & postage
Members' allowances and expenses	hard copy	printing & postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy	printing & postage
Parish Plan (current and previous year as a minimum)	hard copy	printing & postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy	printing & postage
Quality status	hard copy	printing & postage
Class 4 – How we make decisions (Decision making processes and records of decisions)	hard copy	printing & postage
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	hard copy	printing & postage
Agendas of meetings (as above)	hard copy	printing & postage
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	hard copy	printing & postage
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	hard copy	printing & postage
Responses to consultation papers	hard copy	printing & postage
Responses to planning applications	hard copy	printing & postage
Byelaws	hard copy	printing & postage
	hard copy	printing & postage

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy	printing & postage
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	hard copy	printing & postage
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy	printing & postage
Information security policy	hard copy	printing & postage
Records management policies (records retention, destruction and archive)	hard copy	printing & postage
Data protection policies	hard copy	printing & postage
Schedule of charges (for the publication of information)	hard copy	printing & postage

Class 6 – Lists and Registers Currently maintained lists and registers only	hard copy, some information may only be available by inspection	printing & postage
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	hard copy	printing & postage
Assets Register	hard copy	printing & postage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	hard copy	printing & postage
Register of members' interests	hard copy	printing & postage
Register of gifts and hospitality	hard copy	printing & postage
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	hard copy, some information may only be available by inspection	printing & postage
Parks, playing fields and recreational facilities	hard copy	printing & postage
Seating, litter bins, clocks, memorials and lighting	hard copy	printing & postage
Bus shelters	hard copy	printing & postage
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	hard copy	printing & postage
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	hard copy	printing & postage

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

DESCRIPTION	CHARGE
Photocopying/printing (black & white)	25p per sheet
Photocopying/printing (colour)	50p per sheet
2 nd Class Royal Mail Postage	Current Price

Contact details: clerk@luddingtonandhaldenbypc.org

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